

OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



New Employee Registry to EDD Interface Information Package



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 22, 2010	Becky Arena	Initial Document
1.0	October 22, 2010	Sunil Rao	Initial Document
1.1	January 19, 2012	RD Frazier	Add "Mandatory Reinstatement" to list of related personnel actions.

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I. INTRODUCTION

This is a weekly outbound interface to the Employment Development Department (EDD) listing all new hires and rehires during the week.

Business Purpose:

To comply with the requirement to assist the EDD in locating parents who are delinquent in their child support.

Related Personnel Actions:

- Hire New Employee (all reasons)
- Rehire Employee (all reasons)
- New to MCP Rehire (all reasons)
- Mandatory Reinstatement (after resignation to join military)

II. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

III. TECHNICAL INFORMATION

- The file is generated in a single file format.
- File format used is ASCII.
- Format is a fixed length.
- Server Type: Secure File Transfer Protocol (SFTP).

IV. RECORD FORMAT

Frequency	<input checked="" type="checkbox"/> Weekly
Direction	<input checked="" type="checkbox"/> Outbound
Source System	MyCalPAYS
Target System	Employment Development Department (EDD)
Classification of Data	<input checked="" type="checkbox"/> Confidential <input checked="" type="checkbox"/> Sensitive
One time or Recurring	<input checked="" type="checkbox"/> Recurring
Scheduled	<input checked="" type="checkbox"/> Automatic
Data Time Period	<input checked="" type="checkbox"/> Weekly
	Record Selection Scope: <input checked="" type="checkbox"/> New or Changed records
Future Transactions	<input checked="" type="checkbox"/> No
Retroactive Transactions	<input checked="" type="checkbox"/> No

File Encoding	Text file
File Format	Fixed length (no delimiter – continuous file)
File Naming convention	Output file naming convention TBD (in design stage)
Server Type	Secure File Transfer Protocol (SFTP)
Other considerations	N/A

V. FILE DEFINITIONS

Employer details:

	Source system (MyCalPAYS) Fields					Target system (New Employee Registry) Fields			
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules (Position)	Field Name	Type	Length	Comments
						(Header Record Text)			
1	N/A				1-2			2	Record Identifier: Populate 'E4' for Employer i.e. Agency
2	V_T5UTI-EIDNO	CHAR	20	Employer Identification Number	3-11			9	Federal Employer Identification Number (FEIN) - where V_T5UTI-TAXAU = "FED"
3	V_T5UTI-EIDNO	CHAR	20	Employer Identification Number	12-19			8	State Employer Account Number - where V_T5UTI-TAXAU # "FED"
4					20-22			3	Blank
5	T500P-Name1	CHAR	30	Personnel Area Text	23-67			45	Agency Name - Populate if P0001-WERKS = XX00, where XX = alphabets; else BLANK
6					68-175				Blank

Employee details:

SL #	Source system (MyCalPAYS) Fields				Mapping Rules (Position)	Target system (New Employee Registry) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
1	N/A				1-2			2	Record Identifier: Populate 'W4' for Employee
2	P0002-PERID	CHAR	20	SSN	3-11	Employee SSN		9	'0' fill if unknown
3	P0002-VORNA	CHAR	40	First Name	12-27	First Name		16	Left justify and blank fill
4	P0002-MIDNM	CHAR	40	Middle Name	28	Middle Initial		1	First character only; if unknown leave BLANK
5	P0002-NACHN	CHAR	40	Last Name	29-58	Last Name		30	Left justify and blank fill
6	P0006-STRAS	CHAR	60	Street Address (Address line 1 & 2 combined)	59-98	Employee Street Address		40	Left justify and blank fill
7	P0006-ORT01	CHAR	40	City	99-123	City		25	
8	P0006-STATE	CHAR	3	Region (State, Province)	124-125	State		2	
9	P0006-PSTLZ	CHAR	10	Postal Code	126-130	Zip Code/Foreign Postal Code		5	First 5 characters of zip code
10	P0006-PSTLZ	CHAR	10	Postal Code	131-134	Zip Code Extension		4	Last 4 characters of zip code; if unknown or n/a, leave BLANK
11	P0000-BEGDA	DATS	8	Start Date	135-142	Employee Date of Hire		10	Populate only if their latest Personnel Action is 'New Hire' or 'Rehire' or 'New to SAP Rehire' i.e. P0000-MASSN = 'ZA'

									or 'ZE' or 'ZQ'
12					143-175				Blank

Total or Summary details:

Source system (MyCalPAYS) Fields					Target system (New Employee Registry) Fields				
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules (Position)	Field Name	Type	Length	Comments
						(Header Record Text)			
1	N/A				1-2			2	Record Identifier: Populate 'T4' for Total records
2	N/A				3-13			11	Sum of all New Hires and Rehires for the week. Right justify and '0' fill
3					14-175				Blank

VI. LEGACY vs. MyCalPAYS FIELDS

S No.	Legacy fields	MyCalPAYS fields
1	Employee SSN	SSN
2	First Name	First Name
3	Middle Initial	Middle Name
4	Last Name	Last Name
5	Employee Street Address	Street Address (Address line 1 & 2 combined)
6	City	City
7	State	Region (State, Province)
8	Zip Code/Foreign Postal Code	Postal Code
9	Zip Code Extension	Postal Code
10	Employee Date of Hire	Start Date